



USDA Forest Service
San Juan National Forest
Columbine Ranger District
<http://www.fs.fed.us/r2/sanjuan>

Columbine Public Lands Office
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USDI Bureau of Land Management
San Juan Center
Columbine Field Office
<http://www.co.blm.gov/>

File Code: 2720

Date: March 1, 2011

Dear Event Proponent,

Thank you for your recent inquiry or continued interest in obtaining a recreation special use permit to conduct your activity on the Columbine Public Lands. Some of you who are receiving this letter may have held or currently hold a special use permit. For others, this may be a new request. Regardless, we continue to receive proposals for many special events on a daily basis. Every year we receive requests for permits with less than two weeks to consider these requests, and we are then forced to shuffle other permits and priorities.

To provide you better service and prioritize our permit processing, we are now requiring that special use permit proposals be submitted prior the following cutoff dates:

By November 1st for events taking place between May 1st and October 31st.

By May 1st for events taking place between November 1st and April 30th.

Please note that BLM policy is that all applications must be submitted a minimum of 180 days (6 months) prior to the proposed event date. These cut-off dates are similar to this requirement, and we believe we can avoid conflicts on busy weekends if we have a complete set of applications well in advance.

If we do not receive your proposal by the posted dates, we will return it with notification that your event permit will not be issued. If your proposal is accepted, this timeframe will, in most cases, allow us a sufficient amount of time to process your application and permit, which may include some level of environmental analysis.

From our standpoint, as soon as we accept your proposal and begin processing your application, we then become partners. To make this a successful partnership, submission of your proposal by the aforementioned dates is essential. We look forward to working with you in the future and thank you for your cooperation.

Please note that this memo addresses only uses on the Columbine Ranger District and BLM Field Office's managed lands and does not apply to other Districts or Field Offices. Please contact other Districts and Offices as appropriate.

Below is the general description of what qualifies as an event.



RECREATION EVENT

This type of special use includes organized events of a temporary nature, such as, but not limited to, races by foot, mountain bike, vehicle, animal, or skiing; fishing contests; rodeos; adventure games; jeep jamborees, backpacking trips, and fairs. If you are interested in learning more about submitting a proposal for a recreation event, please contact your local special uses permit administrator and submit a **SF-2700-3c application form**.

For further information please reference the following links;

<http://www.fs.fed.us/specialuses/index.shtml>

http://www.blm.gov/co/st/en/BLM_Programs/recreation/Special_Recreation_Permits.html

and / or contact the Recreation Special Uses administrator of the District/ Field Office [s] where you wish to hold your activity.

Cost Recovery: The Forest Service and BLM each have a fee structure for processing special use permits. The structure is based on Congressional direction to develop a program to improve administration of the agency's special use program. Under the rule, the Forest Service and BLM will collect fees from some permit applicants to recover the costs of processing and administering special use authorizations consistent with recommendations made by the General Accountability Office. In general, this fee structure will apply to proposed activities that require more than 50 hours to administer. Administration of a permit includes things like our initial review, environmental analysis (if needed), and should include some level of event monitoring. This may include pre-event inspections, post-event inspections, and monitoring during the event. Many events are not likely to require this level of administration, and it is our hope that more efficient management of this program will reduce our need for cost-recovery on many of these events. This will ultimately reduce your costs for conducting an event.

Sincerely,

/s/ Jed Botsford (for):
MATT JANOWIAK,
Columbine District
Ranger/Field Office Manager